CMHDA HIPAA WORKGROUP

December 20, 2001, 10:00 AM
2030 "J" Street, Sacramento CA
(916) 556-3477 ext. 112

Revised: 12/20/2001 2:45 PM

	Topic	Presenter	Actions (Who, what and when)
1	**Introductions Review Agenda** **10:00**	**Dave Hartson DMH** **10 minutes**	1. Introductions – Sign-in Sheet. 2. Meeting House Keeping 3. Agenda Changes 4. Approve minutes prior meeting (11/27) 5. New HIPAA site at: http://www.dmh.ca.gov/hipaa2001 6. Charter Status
2	**Senate passes HR 3323 - Delay transactions** **10:10**	**Dave Hartson DMH** **1 5 minutes**	**Recent News** **Effects on Project Schedule** **Next Steps**
3	**Draft Project Management plan (PMP) Review** **10:25**	**Dave Hartson** **John Glabas** **45 minutes**	Development of the Project Management Plan (PMP). Draft of the Communication Management Plan
4	**LUNCH** **11:10**	**1 hour**	There are several places to eat within walking distance.
5	**DMH WebSite DEMO** **12:10**	**Bill Taitano** **15 minutes**	Demo of the DMH WebSite (www.dmh.ca.gov) HIPAA Mission & Goals, Workgroups, Meetings & Conferences, Contact Information. CMHDA/DMH Workgroup Charter
6	**Draft Project Schedule Review** **12:25**	**Gary Renslo John Glabas** **2.5 hours**	Present and Review a draft of the Project Schedule . Does HR3323 impact Project Schedule?
7	**Next Meeting Delta Adjourn** **3:00**	**Gary Renslo DMH** **10 minutes**	**Next Meeting: January 8, 2001 (CMHDA 2030 "J" St., Sacramento)** **Topics: Continue review of PMP**

**Collaborative HIPAA Implementation Project (CHIP)
Workgroup Meeting
(Formally known as CMHDA HIPAA)
<u>December 20, 2001</u>**

MEETING MINUTES

1. INTRODUCTIONS REVIEW AGENDA

Introductions – Sign-in Sheet. Bob Dewald (Napa), Jorge Pena (San Diego) Linda Cannon (San Diego), Velinda Tackett (Stanislaus), Denise Koenes (CMHDA), Nan Dame (San Francisco), Karolyn Stein (Humboldt), Gary Renslo (DMH), Scott DeMoss (Merced), Doug Hawker (Napa), Patricia Preciado (DMH), Vicky Lawson (DMH), John Glabas (DMH-IT), Judy Morris (ADP) and Dave Hartson (DMH).

Remote Phone Access: John Campbell (LA), Veronica Johns (LA), and Leila Brian (Orange).

Agenda Changes

- None.
- Comments on last meeting minutes – None.
- Jorge Pena (San Diego) raised the question, why TBS and OSHPD were excluded from the scope of project? <u>Response</u>: According to Gary, TBS and OSHPD were discussed in the first workgroup meeting, and thought to not need HIPPA remediation. Later it was decided to instead do an initial assessment on all county to state systems to document these decisions.

Establish a regular meeting location
- Location being worked on is the CMHDA building on 2030 "J" St.
- Next meeting scheduled for **Tuesday, January 22, 2002 [10:00 – 3:00]**

2. SENATE PASSES HR 3323 – DELAY TRANSACTIONS

- Dave Hartson covered details relating to the House Bill 3323. Dave Hartson pointed out even with the approved extension, does not allow our workgroup the luxury to relax on our current schedule. The extension is not automatic and a compliance plan must be submitted to the Secretary of the Department of Health and Human Services (DHHS) by October 16, 2002.

  Question: Do the Counties need to submit a compliance plan for extension?
  <u>Response</u>: The response from the workgroup was 'YES'.
  <u>[Action Item]</u>: Dave Hartson will be contacting OHI for additional information.

Other Issue: Remove CMHDA from the Workgroup Name
- This issue was raised with a lot of discussion about changing the CMHDA HIPAA Workgroup name. Everyone agreed the name should be changed.   Karolyn Stein (Humboldt) suggested the following new name for the workgroup, **CHIP:** (**C**ollaborative **H**IPAA **I**mplementation **P**roject). All participants of the meeting were in agreement with the new name.

Other Issue: CMHDA's role and impacts of our workgroup efforts

- Karolyn Stein stated concerns of support provided by the Director's as well as a clear direction of this workgroup's goals and objectives.

- Denise Koenes (CMHDA) responded by assuring that the workgroup does have the Director's support, but staff and resources for the workgroup have been reduced.

[Action Item]: Dave Hartson is to schedule a meeting with the Executive Sponsors of our workgroup to discuss the name change and support issues.

Other Issue: Revise Project Charter

- The workgroup proposed changes to the Project Charter that includes adding an ADP Executive Sponsor, ADP HIPAA Coordinator, and a County ADP Liaison.

[Action Item]: Dave will set up a meeting with Carmen Delgado from ADP to come up with an agreement that they need to be part of this workgroup. Dave will go in person to ADP if need be.

[Action Item]: Bob Dewald (Napa) and Scott DeMoss (Merced) are looking in to a person to be the workgroup's ADP County Liaison. Bob and Scott will report back to Dave Hartson.

- Assuming ADP comes to an agreement about being part of this workgroup they provide an ADP HIPAA Coordinator. The other changes that were made to the charter were that we added ADP systems that need to be HIPAA compliance.

[Action Item]: Dave will set up a meeting with Mike Cassetta and Mark Refowitz to make them aware of the new Project Charter changes and then the charter is going to be re-routed for signatures.

3.   **DRAFT PROJECT MANAGEMENT PLAN (PMP) REVIEW**

In writing the risk assessment we are looking for meaningful constraints assumptions and dependencies in identifying them quantifying them
- [Action item:] Each county will review the constraints pertaining to their own county project and forward their response to Dave Hartson (DMH) by **Friday, January 11, 2001.**
- [Action item:] Dave will send information to the County Director's who has not assigned a HIPAA Coordinator yet.
- [Action item:] John (DMH) will make the following modifications to the PMP:
- Project Name – Compliance will be deleted
- Project Scope – OSHPD and TBS will be added Change name to CHIP
- Scope Exclusions – OSHPD will be deleted
- Project Deliverables – Monitoring and remediation will be added to the implementation plan

4.   COMMUNICATION MANAGEMENT PLAN

- [Action item:] Everyone will review the communication plan and it will be in the agenda for next meeting.

5.   DMH WEBSITE DEMO

Bill Taitano and Carol Scott from DMH did the presentation. There were several requests for changes to the HIPAA website.

[Action item:] Bill will look into modify the website to incorporate the following suggestions.

1. [Suggestion] Users would like to be able to print a summary list of all issues. Although there is a page called the issues list http://www.dmh.ca.gov/hipaa2001/4d.asp?view=all this does not have issue summary and comments. A page can be considered in relation to the Communication Management Plan so all issues, comments and summaries can be added.

2. [Suggestion] Add a print button on pages: http://www.dmh.ca.gov/hipaa2001/4d.asp, http://www.dmh.ca.gov/hipaa2001/4e.asp, and http://www.dmh.ca.gov/hipaa2001/BulletinBoard.asp so the users can print the content and not the template portion of the page.

3. [Suggestion] As issues are added to the database, e-mail the new issue/modified issue to all members of the workgroup.

4. [Suggestion] Add a webmaster contact link to the HIPAA pages.

6. DRAFT PROJECT SCHEDULE REVIEW

- John (DMH) went over the draft project schedule. The suggestion was put forth that the project schedule be converted to a .pdf file and placed on the HIPPA web site for members who do not have MS Project 2000.

- [Action Item:] County participation needed to review and come up with realistic 'Start' and 'Finish' dates.

- [Action Item:] David will place .pdf version of the Project Management Proposal and schedule on HIPAA web site.

7. NEXT MEETING
- Review Draft of Risk Management and the Workflow diagram.

8. Recommendations for Improved Meetings – None.

For questions contact Dave Hartson at (916) 654-6272 or dhartson@dmhhq.state.ca.us